

## AIRPORTS AUTHORITY OF INDIA

AAI/PC/APD/TM/ESS/2021

Date: 02.04.2021

**E-TENDER ID: 2021\_AAI\_74865\_1**

### **NOTICE INVITING E-TENDER**

1. Item rate Tenders are invited through the e-tendering portal by Airport Director, AAI, Puducherry Airport, on behalf of Chairman, AAI, from the eligible contractors for the work of “**Job Contract for ESS Up-Keeping of Terminal and Ancillary Buildings at Puducherry Airport**” for an estimated cost of **Rs. 11,09,727.00 (Rupees Eleven Lakh Nine Thousand Seven Hundred and Twenty Seven only) (Excluding GST, ESIC, EPF & BONUS)** for a period of 06 Months.
2. The tendering process is online at NIC Central Public Procurement Portal URL address <http://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document by Login CPP Portal.
3. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Instruction for online bid submission” (Refer –Annexure –“A” of Tender Document), register themselves at NIC e-tender portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help files’ available in the Home Page after log in to the portal <http://etenders.gov.in>”. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day time. The tenderer may also take guidance from AAI Help Desk Support (contact details mentioned in tender document).
4. **Tender document may be downloaded from CPP portal: <https://etender.gov.in/eprocure/app> and Airports Authority of India web site [www.aai.aero](http://www.aai.aero) (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under.**

#### **Critical Dates**

1.Publishing Date	Date 05.04.2021(1800 Hrs)
2.Bid Document Download/Sale Start Date	Date 05.04.2021(1800 Hrs)
3.Clarification Start Date	Date 05.04.2021(1800 Hrs)
4. Bid Document Download/Sale End Date	Date 16.04.2021 (1700 Hrs)
5.Clarification End Date	Date 13.04.2021(1600 Hrs)
6.Bid Submission Start Date	Date 05.04.2021(1800 Hrs)
7.Bid Submission End Date	Date 16.04.2021(1700 Hrs)
8.Last date for submission of online payment proof for tender fee, EMD declaration and unconditional acceptance and other offline supporting documents to bid manager	Date 21.04.2021(1800 Hrs)
9. Bid Opening date: Cover / Envelope I	Date 22.04.2021(1100Hrs)
10. Bid Opening date : Cover / Envelope – II (price bid)	Date 28.04.2021(1200Hrs)

Tender fee (Non- Refundable) of **Rs.590/-** will be required to be paid online payment through CPP Portal via Net Banking (SBI and other Banks) and NEFT/RTGS.

#### **5. Bid Submission:**

Bidders are advised to visit website regularly to keep themselves updated, as any change/modification in the tender will be intimated through this web site only. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions “General instructions and guidelines to Tenderer for Online Bid Submission” provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. The Following 2 covers shall be submitted through online CPP-portal by the bidders. **Last date and time of submission of bids is 16.04.2021 upto 1700 Hrs.**

a) Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision.

b) A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents.

c) The Accepting Authority reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates.

A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Quarries, if any, may be sent through AAI e-portal in “Quarries & Replies” section only.

If at any stage, any information / documents submitted by the applicant are found to be false; the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate / legal action.

AAI reserves the right to accept / reject any or all applications without assigning any reasons.

**6.1 Cover – I :** -Containing scanned copy of the following documents.

- (a) Scanned copy of EMD declaration as per Annexure-B on contractor's letter head.
- (b) Scanned copy of documentary evidence of online payment for Tender fee of **Rs.590/-** (Rupees Five Hundred Ninety only)
- (c) Scanned copy of duly signed Unconditional Acceptance letter of AAI's Tender Conditions, Authorization Letter/Power of Attorney/Undertaking if the Agency is a Proprietary concern.
- (d) If applicable, valid registration certificate of MSE's which are registered under MSME act.
- (e) EMD declaration, Tender fee documentary evidence for online payment and Duly signed stamped Unconditional Acceptance letter shall be sent to The Airport Director, Airports Authority of India, Puducherry Airport, Puducherry 605008 and should reach on or before **21.04.2021 1800 hrs**

<b>Name of Work</b>	<b>Estimated Cost</b>	<b>EMD</b>	<b>Cost of Tender</b>
<b>Job Contract for ESS Up-Keeping of Terminal and Ancillary Buildings at Puducherry Airport</b>	<b>Rs. 11,09,727.00 (Rupees Eleven Lakh Nine Thousand Seven Hundred Twenty Seven only) (Excluding GST, ESIC, EPF &amp; BONUS)</b>	<b>Not applicable however contractor has to submit declaration as per Annexure-B on Contractor's letter head</b>	<b>Rs.590/- (Non-refundable) (Rupees Two thousand Three Hundred Forty One only)</b>

(f) Self-attested copies of the PAN card, GST registration. In case any or all the provisions mentioned above are not applicable, the party should give a declaration to that effect. Non-submission will not be considered as exemption. AAI reserves the right to confirm the legal applicability of the provisions before accepting the declaration of non-applicability as submitted by the party.

- (g) Agency certificate of Registration under labour act.
- (h) Work experience relevant to NIT subject i.e ESS Up-Keeping. Work experience certificate issued by employer on employer's letter head will only be considered.
- (i) EPF and ESI Registration certificates
- (j) Declaration for genuineness of documents
- (k) Duly filled PQQ proforma/Checklist
- (l) E-Payment format
- (m) Tender document (each page Signed tenderer or person authorized by the tenderer and sealed)  
Note :  
The authorization (Power of Attorney) should be on non-judicial stamp paper of Rs.100/- duly attested by Notary Public (Format as per Annexure: A).
- (n) Annexure-C
- (o) Containing qualifying requirements of Contractor / Firm: -

The tenderer shall upload the digitally signed file of scanned documents as per Cover-I and firm's bio-data in support of their meeting each criteria mentioned below on the CPP Portal. Hard copy of application shall not be entertained.

**Qualifying requirements of contractors / firms:**

- i) Should have valid Registration on the Date of Submission of bid through e-portal in appropriate class of Agencies "who have satisfactorily completed three works (Relevant to NIT Subject i.e ESS Up-Keeping) each costing not less than 40% of Estimated cost or two works costing not less than 50% of Estimated cost or one work costing not less than 80% of the Estimated cost pertaining to similar nature of work i.e **Job Contract for ESS Up-Keeping of Terminal and Ancillary Buildings** during last seven years ending last day of the month of March, 2020. Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. (Firm showing work experience certificate from Non-Government / Non PSU organization should submit 'Tax Deduction at Source certificate' in support of their claim for having experience of stipulated value of works)".
- ii. Agency should have Permanent Account Number (PAN). Agency may also submit EPF & ESIC Registration, /GST Registration (if applicable) which will be essential before award of work in case of L1
- iii. Should have Valid registration certificate of MSE's which are registered under MSME act if applicable.

**Cover no .I will be opened on 22.04.2021@ 1100 Hrs online(Tentative).**

**6.2 Cover – II:**

a) The tenderer shall upload the digitally signed **Schedule of Quantities**. Bidders may please note, the schedule of quantities is attached in the portal. The same (SOQ) shall be downloaded and be filled in the editable (un-protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard SOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the SOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the SOQ file is found to be modified by the bidder, the bid will be rejected.

**7. MODE OF SUBMISSION OF ORIGINAL TENDER COST AND EMD DECLARATION:**

(a) EMD declaration, (b) Tender Cost, and (c) hard copy of signed Unconditional Acceptance of AAI's Tender conditions to be sent to the Office of Airport Director, Airports Authority of India, Puducherry Airport, Puducherry – 605008. Tender of the tenderer whose EMD declaration and unconditional acceptance of AAI's Tender conditions are not received on or before **21.04.2021 1800 Hrs** will be summarily rejected. Any postal delay will not be entertained.

The details of the Tender Cost, Earnest Money Deposit (EMD) declaration and Unconditional Acceptance letter document submitted physically to the Bid manager and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

#### **8. BID OPENING PROCESS IS AS BELOW:-**

8.1 **Cover-I**: Containing Documents for bid (uploaded by the contractors/firms) shall be opened on **22.04.2021 at 1100 hours**. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors / firms through CPPP e-tendering portal.

8.2 **Cover-II**: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened on **28.04.2021 at 1200 hrs**.

Financial bid opening date is **28.04.2021 at 1200 hours**. (Depending on pre-qualification, any changes in the date shall be intimated through e-tendering portal). If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through Short fall documents folder in e-tendering portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

9. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

10. AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain / temporary / permanent debar by any department of AAI.

11. AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take the following action:

The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual /legal action.

12. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

13. Public procurement policy for Micro, small and medium enterprises registered under MSME shall be followed as per the directives of Government of India prevailing at the date of acceptance.

#### **14. EXEMPTION FROM PAYING TENDER FEES**

14.1 Micro and Small Enterprises (MSEs) – registered with District Industries Centers or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service rendered – shall be issued Tender Documents free of cost.

14.2 Price Preference: The price preference to MSEs shall be applicable as per prevailing government norms/public procurement policy.

**15. DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE FOR NSIC/MSEs:**

The following procedure is adopted for the bidders registered with NSIC/MSEs:

i) MSEs which are specified by the Ministry of Micro, small and Medium, Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing / Service shall be eligible for the exemption.

ii) If the entity participating in any of the tenders is a private or public limited company or Partnership firm or Proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.

16. For any query related to the inspection of the site & premises, prospective bidders may contact:-

**Airport Director**  
**Airports Authority of India,**  
**Puducherry Airport - 605008.**  
Tel: 0413-2255506, e-mail: [apd-vopc@AAI.AERO](mailto:apd-vopc@AAI.AERO)